

## MISSION STATEMENT

*The mission of the Housing and Community Development Division is to provide Community Development Block Grant (CDBG) and HOME Program funding to municipalities and other subrecipients not eligible for direct United States Department of Housing and Urban Development (HUD) funding so they can develop viable communities and to primarily benefit low and moderate income people.*

## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE REGULAR MEETING FEBRUARY 7, 2018

### DRAFT MINUTES

#### MEMBER OR ALTERNATE

#### REPRESENTING

#### \*\*\*\*\*PRESENT\*\*\*\*\*

|                     |            |
|---------------------|------------|
| Jeanine Guy         | Buckeye    |
| Chris Riggs         | Gila Bend  |
| Brannon Hampton     | Goodyear   |
| Ricardo Vital       | Guadalupe  |
| John Carnero        | Tolleson   |
| Rui Pereira         | Wickenburg |
| Margaret Chittenden | Youngtown  |
| Bill McAllister     | District 2 |
| Marshall Hunt       | District 2 |
| Sam Crump           | District 3 |
| Tony Gutowski       | District 3 |
| Ed Kientz           | District 4 |
| Ira McCullough      | District 4 |

#### \*\*\*\*\*ABSENT\*\*\*\*\*

|                |            |
|----------------|------------|
| Lana Mook      | El Mirage  |
| Jacki Taylor   | District 1 |
| Martin Quezada | District 5 |
| John Gomez     | District 5 |

#### \*\*\*PUBLIC PRESENT\*\*\*

Tessa Wessel  
Jeanne Blackman  
Alex Lestinsky  
Jessica Perry  
Andrea Marquez  
Autumn Grooms  
Robert Busick

#### \*\*STAFF PRESENT\*\*

Rachel Milne  
Carl Morgan

**1. CALL TO ORDER**

Chairperson Rui Pereira called the meeting to order at approximately 6:30 PM.

**2. ROLL CALL AND ESTABLISHMENT OF QUORUM**

Carl Morgan took roll call. 13 members were present including 2 members attending by phone. A quorum was established.

**3. FY 2018 – 19 URBAN COUNTY CDBG FUNDING RECOMMENDATIONS:**

Assistant Director Rachel Milne introduced this agenda item. Staff has estimated the 2018-19 CDBG amount available to be allocated to be \$2,000,000. This amount assumes level funding and includes significant carryover from recently completed projects.

The County has \$200,000 in Neighborhood Stabilization Program, or NSP funding available for the purchase of a vacant structure. If CDAC chooses to fund the Catholic Charities request, \$200,000 in NSP is available for this project. This would result in their request being reduced to \$130,000.

CDAC discussion included

- Reduce Catholic Charities request to \$130,000 and provide \$200,000 in NSP funding. Staff held a call for interest meeting and requested letters of interest regarding the NSP funds. Catholic Charities was the only agency to submit a letter of interest.
- Initially provide full funding for the projects in order of ranking. This resulted in all projects being funded fully except Wickenburg Alleyways and Youngtown Sidewalks.
- Providing full funding vs minimum funding for projects. Providing minimum funding for projects would result in all projects receiving some funding. Due to mobilization, economy of scale, and other factors, providing minimum funding results in projects being less efficient than if they were fully funded. Several CDAC members expressed support for fully funding projects.
- Ongoing projects such as the Tolleson rehab project will need additional funds in future years to continue meeting the needs within their community. Discussion around the fact that CDBG funding is annually and the request at hand was for one year of support of the program. Tolleson indicated it would pursue other funds for future years.
- A proposal to partially fund some projects so that all of them can move forward towards final completion of the overall project that may be funded over several years.
- CDAC members expressed an interest in seeing more projects for human services compared to the numerous asphalt and concrete projects requesting funding this year. Staff described the following:
  - o The CDBG program requirement that no more than 15% of the annual CDBG allocation from HUD can be used for the staffing and other expenses related to providing services. There is no limit on the amount of funds that can be used for building related activities such as acquisition, rehab, or expanding a building.
  - o In fall of 2017, Maricopa County requested and CDAC approved allocating 15% of the CDBG funding to the County to be combined with other funding sources that are working to end homelessness. The County conducted a separate RFP process for those funds and one member of CDAC participated in that scoring committee.
  - o The challenges faced by unincorporated areas due to not having staff or a city organizational structure to complete the application, manage any projects that

are funded, and meet the ongoing operation and maintenance requirements after the construction project is completed.

Brannon Hampton made a motion, with a second by Bill Mc Allister to recommend approval of the top six rated proposals, at their full request, totaling \$1,991,003 in CDBG:

- Catholic Charities Host Home: \$130,000 in CDBG and \$200,000 in NSP
- Rebuilding Together Safe at Home: \$25,000
- City of Tolleson Housing Rehab: \$325,000
- Town of Guadalupe Repavement: \$568,780
- City of El Mirage Sidewalk: \$400,000
- Town of Gila Bend Street Reconstruction: \$542,223.

Ed Kientz asked if staff had any concerns with Gila Bend being able to complete their existing Community Center project and a Street Reconstruction project in a timely manner if funded. The Town is expected to issue the notice to proceed to the construction contractor for the Community Center very soon, with project completion expected by the end of summer.

All the projects proposed for funding this evening are expected to have their funding agreements approved by sometime this fall. Gila Bend is projected to have completed their existing project by then and should be able to move forward on the new project.

The motion was approved by a vote of 11 - 2.

#### **4. REVIEW OF 2018-19 FUNDING PROCESS**

Carl Morgan briefly summarized the 6 month long funding process the CDAC has just completed:

- setting funding priorities,
- approving the application form and scoring sheet,
- reading completed applications,
- hearing applicant presentations,
- scoring the applications, and
- developing funding recommendations.

Does the CDAC have any changes or improvements they would like to make to this process?

The CDAC has expressed an interest in funding more project that had a direct human services connections. Concern was also expressed with the 10 points for recent funding, which some CDAC members thought gave an unfair advantage to new applicants. CDAC would like to begin reviewing the funding priorities and the scoring sheet at their next meeting.

CDAC members also expressed interest in notifying potential nonprofit service providers regarding the Urban County CDBG program. Staff requested assistance from the Urban County cities and towns to identify current and potential service providers in their area.

#### **5. STAFF ANNOUNCEMENTS**

The CDAC funding recommendations will be forwarded to the applicants and CDAC.

February 16, 2018 will be a welcome home event for a home reconstruction event in Wickenburg, starting at 9:30 AM. The project was funded through the County rehab program that receives a \$210,000 annual CDBG allocation.

The next CDAC meeting will be on Wednesday, March 14, 2018.

**6. CALL TO THE PUBLIC**

There were no comments from the public.

**7. ADJOURNMENT**

Having no further business before the Committee, the meeting was adjourned at approximately 7:25 PM.